



GATLEY PRIMARY
COVID STANDARD RISK ASSESSMENT



Staying COVID Secure - Our Commitment

“The prevalence of coronavirus (COVID-19) has decreased...Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children’s future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.” Department for Education

- We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- We will share this Risk Assessment and its findings with employees and consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation.
- This risk assessment will be reviewed and updated periodically in line with the Government’s position OR when local* rate of infection deems it necessary to be reviewed. (*local* this will include Stockport and other bordering and surrounding areas*)
- That all school age pupils will return to school fulltime in the Autumn Term
- We will minimise the number of ‘contacts’ pupils have in a day through implementing a system of control measures
- Will keep momentum with educational provision in the event where remote provision maybe required.

This risk assessment document has been created using the following documents:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Section 7 of the H&S at Work Act and Section 44 &100 of the Employment Rights Act

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>



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COVID-19 RISK ASSESSMENT FOR SCHOOL OPENING FOR THE AUTUMN TERM

Category of Risk	Area of Risk	Risk Level	Mitigation	Who	Risk Level	Risk Status
Prevention	Pupils, families or staff maybe unaware of the symptoms of Covid-19 and may present on the premises.	High	All families and staff will be made aware of the symptoms of Covid -19. These will be communicated separately and displayed at entrance and exit points. It will reinforce the message that they must not attend school. This will include those who have tested positive in the last 7 days.	AB/ HF/ YW	High	
			School answerphone updated to give an option for Covid symptom reporting.	HF/YW		
			Information regarding symptoms will be on the school website.	TP		
	Unable to contact parent if child is unwell in school with Covid symptoms.	High	Parents asked to update their contact information if they have recently changed their details.	YW/HF	Medium	
	Poor hand hygiene may lead to increased risk of the virus spreading.	High	Pupils and staff must clean they hands on entry into the building and when exiting for breaks during the day. They should use hand washing stations or hand sanitisers.	All staff	Medium	
			Ensure that the use of hand sanitisers are monitored and supervised especially in those of younger children.	Staff and AB		



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			<p>Make these habits part of the daily school timetabling routine so that this becomes a daily expectation.</p> <p>All pupil bathrooms to have posters to teach good hand washing routines. Signs on back of doors in bathrooms to remind all to wash their hands on exit. Bathrooms limited to numbers of pupils and pupils asked to use bathrooms before and after break times.</p>	<p>All staff</p> <p>AB</p>		
	Poor respiratory hygiene may lead to increased risk of the virus spreading.		<p>All rooms to be supplied with tissues and stock levels regularly monitored.</p> <p>Pupils taught the habits of 'catch it, bin it, kill it.'</p> <p>Tissues to be disposed of in a lidded bin and these emptied daily.</p>	<p>AB</p> <p>All staff</p> <p>AB to co-ordinate</p>		
	If regular cleaning, particularly of frequently touched surfaces, is not maintained the risk of the virus spreading is increased.		<p>High risk surfaces are regularly cleaned using in class cleaning equipment.</p> <p>Where ICT equipment is not available on an individual use basis, ensure that equipment is not shared without being cleaned.</p> <p>Regular 'touch' areas included in cleaning plan and resources allocated such as wipes for these areas eg: phones, photocopier etc.</p> <p>Cleaning resources deployed to ensure 'live' cleaning takes place in the school day and there is an increased commitment to cleaning over the school week.</p>	<p>AB to co-ordinate</p> <p>TP to oversee with JB</p> <p>AB to co-ordinate</p> <p>AB to co-ordinate</p>		



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	<p>Increased contact at the beginning or end of the school day may increase the risk of the virus spreading.</p>		<p>Stagger start and end times by 10 mins – Year 6 maintain current start and end times Wave 1 – 8.40- 3.10 Wave 2- 9.00-3.30 The above times give equity to maintain the same hours of provision for all.</p> <p>Families to have allocated entrance points/ meeting points based on their geographical location therefore reducing contact beyond the school and within the local community.</p> <p>Update travel protocols to reflect the above and reissue to families.</p>	<p>SLT to co-ordinate</p> <p>SLT to update</p>		
	<p>School policies may not support new or adapted measures within this risk assessment.</p>		<p>Review and update all related health and safety policies with Covid-19 addendum.</p> <p>Monitoring of related policies including this risk assessment to become a regular standing item with resources committee.</p> <p>Safeguarding policy to be updated and adequate time and training provided in the Autumn term to secure safeguarding protocols.</p>	<p>AB/ SLT</p> <p>AGB/ AB</p>		
	<p>Increased contact within the school day may increase the risk of the virus spreading.</p>		<p>Groupings: Pupils and staff will remain in class bubbles with their class teacher- For year 6 and Year 5 this will be a year group sized bubble maintaining effective distancing measures between other pupils and the staff who work with them.</p>	<p>Classteachers</p>		



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			<p>Maintaining Distance: Within their bubbles, children will be taught and reminded about effective distancing including not touching the adults in school.</p> <p>Use of shared spaces will be limited. Pupils will be able to share bathrooms, but this will be restricted to year groups and measures taken to reduce those allowed in at a given time. Lunch spaces will be timetabled. Pupils and staff will remain in their allocated spaces.</p> <p>'Chunk' support staff's time so that periods of time are spent in classrooms during the day and not between bubbles during the day unless this is within more open learning spaces where social distancing can be maintained. Staff to maintain distance from pupils where possible.</p> <p>Covid standard risk assessment to be published by catering provider.</p> <p>Classroom organisation: Pupil's written feedback to be provided. Feedback written on stocky label/note to be stuck into childs book. Feedback table that is socially distanced.</p> <p>Staff to organise classroom to minimise face to face contact. Tables spaced around perimeter of classroom where possible.</p>	<p>All staff</p> <p>SLT</p> <p>Phase Leaders</p> <p>All Staff</p> <p>Classteachers</p> <p>Phase leaders to audit</p>		
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			<p>For focus areas, mini teaching boards to be installed to support the facilitation of more focus tasks.</p> <p>Timetabling adjustments: Star of the week to be filmed and shared on classdojo.</p> <p>Collective worship opportunities to be streamed or filmed and shown in classrooms.</p> <p>Redesign the school timetable to minimise the times pupils have contact with others considering reduced circulation around the building, use of designated play spaces, including the canteen and hall. First two weeks in September to consist of pupils eating lunch from their classrooms to phase timetabling to support lunch provision.</p> <p>Teachers to explicitly teach and supervise handwashing – hygiene lessons at explicit parts of the timetabled day.</p> <p>Timetable for break-time provision to be created, with designated outdoor space for each group of children. Break and lunchtimes to be supervised by the staff responsible for that particular group.</p> <p>Mid-day assistants to be allocated to bubbles and to stay with these group of children to reduce the risk of cross contamination.</p>	<p>SLT to co-ordinate</p> <p>RC to co-ordinate</p> <p>CK/JM</p> <p>All staff</p> <p>CK/JM</p> <p>JM/MM</p> <p>JM/CK</p>		
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			<p>Staff to take PPA at home and use remote platforms to assist collaboration.</p> <p>Use of shared spaces: Hall and canteen to be fully set up for dining provision. Tables to be wiped after each sitting. Pupils encouraged to use outdoor eating spaces where the weather permits. One year group at a time admitted into these spaces.</p> <p>Break times and lunch times staggered in order to facilitate safe use of shared spaces.</p> <p>Use one way system in corridors.</p> <p>Staff room to maintain maximum occupancy size and staff encouraged to use other spaces including outdoor spaces where they can.</p> <p>Staff to take their breaks outside, wherever possible and strictly limit numbers in the staff room. Staff to be covered by the other member of staff in their room to avoid cross-contamination.</p> <p>Use of resources: Pupils and staff use school provided 'care' package and pupils encouraged to bring in their own stationary – school list provided. List to go on the school website or Parent Mail/Dojo.</p>	<p>AB/SLT</p> <p>AB to advise</p> <p>All staff</p> <p>Phase leaders to update orders</p> <p>Classteachers</p> <p>Support staff to supervise</p>	
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			<p>Trays to be made up prior to September containing required resources. Children to use trays to support the ease of table and resource cleaning.</p> <p>Access to cloakrooms and lockers to be staggered to maintain distancing. Staggered in accordance with school entrance times. TA's to facilitate groups of children at a time using the lockers. Classes to access lockers alternately.</p> <p>Book banding system to be centred in classrooms to give a localised central stock. Books to be located within class library.</p> <p>Ensure pupils can read and understand signage around the school to support PHE advice and social distancing measures.</p> <p>Ensure that resources are printed for children when devices are not available to use. Stagger resources and only use what is needed for that day. Resources not to be shared across the year group.</p> <p>Each room to have an identified equipment box for outdoor activities. Considering what can be cleaned easily.</p>	<p>ECL team</p> <p>All staff</p> <p>All staff</p> <p>PDHWB team to audit</p> <p>Year groups to audit</p> <p>All Staff</p> <p>SLT to communicate</p> <p>All staff</p> <p>All staff</p>		
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			<p>Within classroom resources to remain in the classroom to be accessed by the class or year group bubble only.</p> <p>Shared resources such as artefacts and sports equipment must be cleaned after use or be left unused for 72 hours.</p> <p>Regular Cleaning: Encourage pupils and staff to wash clothing worn at school on a daily basis. Pupils to now wear school uniform.</p> <p>Staff to wash hands and wipe surfaces before and after handling children’s books.</p> <p>Pupils and staff to wash hands immediately on entry into school, and regularly throughout the day. Teachers to explicitly teach and supervise handwashing.</p> <p>If evacuation of the building is required due to a fire the same designated points to be used but social distancing to apply and lines to form onto the field not the playground.</p> <p>Staff trained in all the above actions.</p>	<p>AB to advise</p> <p>SLT</p>		
	<p>Visitors and contractors may be unaware of the school procedures related to this risk assessment.</p>		<p>RA overview will be presented to all visitors and contractors and they will be asked to sign to state that they agree to the identified measures.</p>	<p>HF/YW to design</p>		



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			Use of visitors kept to a minimum and risk assessed on a case by case basis with school leaders. Visitors should not come past the office door. Parent meetings should be kept to one room at the front of the school. Where possible, meetings should continue to be through zoom or Teams where possible.	SLT	
Response to Infection	If pupils or staff present as unwell with Covid symptoms the risk of infection will be high		<p>If symptoms are displayed on site the member of staff or pupil will be sent home immediately and will subsequently receive the link to the advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>They must stay at home for at least 7 days- arrange a test – other members of the household must isolate for 14 days.</p> <p>Pupil must wait in designated medical room and PPE maybe worn depended on the age of the child by a member of staff in order to stay with the child. This person does not need to isolate unless requested by Test and Trace or they become symptomatic.</p> <p>If in contact with an infected person, handwashing is essential as is a thorough clean of the room/ space where the pupil or member of staff has been.</p> <p>Space where infected groups have been operating sealed and closed in order to ensure</p>	<p>HF/YW to put in handout</p> <p>TP to monitor</p> <p>AB to co-ordinate</p> <p>AB to co-ordinate</p>	



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	If there is more than one confirmed case there may be an increased risk of an 'outbreak' on the premises.		<p>If there are 2 or more cases within 14 days, support from the local PHE team is required.</p> <p>Follow PHE advise which may include: Sending home larger groups of pupils and staff Engagement with mobile testing unit.</p> <p>Follow procedures for a critical incident</p>	SLT to co-ordinate	
School Operations	If public transport is used the risk to catching the virus may be increased.		<p>Encourage staff and pupils not to use public transport and if social distance permits to car share as a preferred option.</p> <p>When using school dedicated transport, such as coaches and buses seek transport companies risk assessment in vetting their cleaning routines to ensure satisfaction in using the service.</p> <p>Update travel safety protocols with transport information. If parents do have to use public transport they should contact the school.</p>		
	Pupils may not attend which will have a detrimental impact on their education.		<p>School to continue with its re-engagement plan through its KIT and transition offer. All pupils must return to school – update RA overview.</p> <p>Attendance highly monitored and procedurally maintained.</p> <p>Individual worries to be addressed with classteachers or SLT with families and if the</p>	<p>SLT</p> <p>HF</p> <p>Classteachers/ SLT</p> <p>GN</p>	



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			<p>pupil is concerned to be addressed through pastoral support.</p> <p>Safeguarding policy to be updated in light of this.</p> <p>Non-Attendance authorised if pupils are following PHE advice.</p>	GN		
	Parents may be concerned about the risks of attending school for their child and may not send them to school.		<p>Discuss concerns with the family.</p> <p>Identify where in the RA the concerns are addressed. Reinforce the fact that school is compulsory and that fines maybe issued. Preventative information shared on Parentmail before this becomes an issues.</p>	<p>Clasteachers</p> <p>Phase leaders/ SLT</p>		
	Staff may feel anxious about returning to work in full.		<p>Consult on the contents of the RA with all staff.</p> <p>Consult with all teaching unions.</p> <p>Give scope for individual RAs where appropriate to give assurances in roles.</p> <p>Develop EAP with staff as part of a well-being policy and continue to consult with staff through the development and implementation of this policy.</p> <p>Review RA periodically with staff and update with their concerns.</p>	<p>SLT</p> <p>GN/VM</p> <p>GN/VM/CK</p> <p>SLT</p> <p>SLT</p>		
	There may not be sufficient staffing levels to maintain full provision.		Build flexibility within staffing structure to give contingency and limit the need to use external	SLT		



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			<p>agencies to deliver on site educational provision.</p> <p>Discuss with staff the expectation that all staff will be required on site to work on the first day of the Autumn Term – shared current guidance on travelling abroad with staff so they can complete a quick survey.</p> <p>Explain protocols to parents regarding summer holidays and attendance. Ask parents to report holidays taken from 18 August to the school office by Tuesday 1 September to inform the school of where they visited, when they visited and when the visit was booked.</p>	SLT		
	If ventilation is not fully utilised, it may be inadequate		<p>-Ensure all windows are open in rooms occupied and in shared spaces.</p> <p>-ensure all doors, which are not fire doors (or deemed fit to be open) are propped open.</p>	<p>Class teachers</p> <p>Class teachers</p>		
	Off site visits may not be aware of their duties with regards to government mitigation measures for Covid 19.		<p>Any off site visits must seek their RA for Covid-19.</p> <p>The use of community spaces and local venues to be the preferred option for offsite visits.</p> <p>No overnight visits to be conducted in the Autumn terms.</p>	Class teachers		
	Extra-curricular activities may increase the risk of infection spreading due to 'bubbles' mixing.		Discuss this risk with external breakfast and after school club provision and seek to publishing their RAs.	<p>External providers</p> <p>All staff to note</p>		



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			<p>No extracurricular activities should promote contact sports.</p> <p>Staff seeking to conduct an extra curricular activity must first consider if they can offer this to protect the notion of the bubbles and if not should conduct a full RA using https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>			
Curriculum and Pastoral Support	The constraint of Covid-19 and the protective measures may limit the offer of a broad and balanced curriculum.		<p>Launch the 're grounding' curriculum for the Autumn term, which will seek to develop a basis for learning in line with the school values sensitive to the time that children have not been present at school and the constraints on the learning environment which may have inhibited pupils effective learning behaviours.</p> <p>The re-grounding curriculum will consider developing: concept mapping, revisit of summer term topic learning, outcomes from Standards reviews and baselining for September and integrating well-being as a reflective response.</p> <p>Curriculum consultation to begin during this term and to be added to in the Autumn Term in readiness for an Autumn 2 launch.</p>	<p>CK</p> <p>GN/CK</p>		



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	Pupils may have missed parts of their educational provision whilst not being in school.		<p>Diagnostic assessments to be conducted in the Autumn term to establish the priorities for learning and core subject deliver in terms of light touch and more consolidated teaching. This will include consultation with previous teachers to identify areas of need for the cohort, alongside using feedback from standards review and timetabling adjustments to include a 'minor' and 'major' focus for learning.</p> <p>Timetabling modification to develop the use of 'catch up' sessions using the concepts identified in the subject progression maps for all core subjects.</p> <p>Catch-up premium strategy to be developed using evidence based research as the basis for the strategy. This will include using the EEF as a basis for defining the strategy. Draw on research from EEF to shape the strategy.</p> <p>Signpost to vulnerable pupils the National Tutoring Programme.</p>	JM/ES JM/CK JM/ES JM/ES		
	The quality of education may be compromised if remote learning has to take place if a bubble is to be closed or there is a local lockdown.		<p>Revert back to the use of dojo and learning challenges as a primary source for addressing remote learning.</p> <p>Re-issue remote guidance including protocols for online learning.</p> <p>Signpost and utilise wider DFE resources.</p>	<p>Classteacher</p> <p>SLT</p> <p>SLT</p>		



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	<p>Engagement in physical activity could increase the risk of the virus spreading due to sweating and heavy breathing.</p>		<p>The use of outdoor sports will be prioritised in Autumn Term.</p> <p>In acknowledgement of the importance of physical activity on improving the fight against the virus, there will be increased physical activity across the school week.</p>			
	<p>Pupils may be anxious of the situation created by Covid-19.</p>		<p>The curriculum will continue to run as a consultation encouraging mature themes to raise the debate around the virus.</p> <p>The weekly timetable will continue to promote mindfulness and wellbeing sessions.</p> <p>Collective worship will focus on support for wellbeing.</p> <p>Ensure the catch-up premium will have a specific element on pastoral support.</p> <p>Explore the use of external expertise to deliver development sessions for staff on specific strategies in order to support anxiety.</p> <p>Lead a behavioural consultation with pupils on cohesion in the school community.</p> <p>Engage use of external services such as School Nurse to support more acute cases.</p> <p>Update behaviour policy to reflect contents of RA.</p>	<p>CK</p> <p>JM/CK</p> <p>RC</p> <p>JM/ES/CF</p> <p>CK/CF/RR</p> <p>GN</p> <p>GN/RR/CK</p> <p>GN/VM</p>		



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			<p>Re-grounding curriculum will seek to develop and embedded essential behaviours for learning.</p>	<p>CK/GN</p>		
<p>Assessment and Accountability</p>	<p>Lack of opportunity to engage with external quality assurance may not help the school he verify its school self-evaluation.</p>		<p>Engagement with Ofsted to offer school as part of the sample inspection pool.</p> <p>School's self-evaluation schedule to engage with Trust QA including external expertise such as HMIs.</p> <p>Consider ways to capture the good work that has taken place during lockdown- parent questionnaire to capture parental view of this period of time.</p> <p>Consider how pupil voice can be captured to demonstrate progress/continued high standards during this period.</p> <p>Continue with school internal SSE schedule including use of curriculum teams to maintain standards and inform progress against school development priorities.</p> <p>If necessary, consider ways to conduct 'virtual' SSE using programmes such as TEAMS.</p> <p>Consider strategies to promote SSE in alternative forms e.g. interviews with curriculum teams, evidence of work, book looks</p>	<p>GN/VM</p> <p>SLT</p>		



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	<p>Pupils may not be ready to engage with external assessments.</p>		<p>Continue to update internal assessment calendar based on DFE position for this.</p> <p>Prioritise year groups subject to external assessment through catch up premium.</p> <p>Designate member of staff to lead on assessment focused intervention for key year groups- to work closely alongside class teachers to ensure focus on targeted groups.</p> <p>Considerations for timetabling to focus on specific needs of the cohort to be identified through baselining. Sessions to be planned and delivered to address area of need.</p> <p>Continue to capture internal assessment and collate across the school to give indication of rising data priorities.</p>	<p>JM/ES</p> <p>JM/ES</p> <p>JM/ES</p>		
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A culture of Health and Safety	Any non-compliance with Health and Safety legislation may put staff and pupils at risk.		In accordance with all health and safety legislation, all known risks have been identified in this risk assessment.	SLT	
			A culture of vigilance and compliance is essential so that all are responsible for ensuring the measures in this RA are active and the senior leaders, governors and Trust are accountable for monitoring this.	All staff	
			Site and premises manager to conduct weekly monitoring under each section of this RA (except educationally provision based themes) and report this back to SLT.	AB/SLT	
			Senior leaders to conduct half termly monitoring to the educational aspects of this RA and report this back to AGB.	SLT	

This risk assessment has been shaped and approved by the staff, Trustees and teaching unions.

RISK REGISTER

Likelihood

5 Very High	There is little doubt that it will happen soon
4 High	Strong chance it will happen in the next year
3 Significant	50/50 chance this will happen in the next year
2 Low	Not expected to happen in the next year
1 Very Low	Almost impossible

Severity

5 Catastrophic	Loss of operations for more than a week; severe injuries or loss of life; gross failure to meet national / professional standards; major long term consequences; extensive coverage in press; major financial loss then threatens existence.
4 High	Loss of operations for up to a week; severe injuries; severe financial loss with impact on operations; damage to reputation, local press coverage
3 Moderate	Some disruption to operations for 48 hours; short term illness / injuries; some damage to reputation; financial loss than can be managed within budget.
2 Low	Limited short-term disruption to operations; minor injuries / illness; small financial loss.
1 Negligible	Not a noticeable effect on the school; no injuries; no damage to reputation.

Risk Matrix

Figure 1 - Risk Assessment Matrix

